



Call for expressions of interest in joining our Board of Trustees

Northern Print is a company limited by guarantee and a charity registered in England and Wales. We receive regular funding from Arts Council England as a National Portfolio organisation. We are seeking expressions of interest from individuals keen to join our board of trustees to take an active role in the governance and ongoing strategic development of Northern Print.

About Northern Print

Northern Print is a production facility providing the equipment, expertise and support to make prints and print-related artworks. The professional studio is primarily used by artists including those whose main focus is printmaking plus a wide range of other arts professionals, designers and craftspeople. The recent investment in new technology has attracted new users.

The studio, the heart of NP, is a vital resource for artists in the region as the only open access printmaking facility between West Yorkshire and Edinburgh. The studio facility is professionally maintained, with artists and recreational users supported by expert technical staff to create the work they want to make in a welcoming and professional atmosphere.

Our learning programme gives people skills and experiences of printmaking at a range of levels and a regular programme of adult classes and courses teaching printmaking skills are available to artists, arts professionals and others. Bespoke printmaking workshops for schools and community groups are run at NP along with outreach workshops across the region.

As an advocate for printmaking we provide a whole range of advice and support to other organisations in the region including print production, access to knowledge and networks and artists. NP is recognised as a leading print studio nationally with a strong reputation internationally for innovative and ambitious programming in printmaking.

We are an active partner within Ouseburn and work with other arts and non-arts venues and organisations to support the development of the area as a place to visit, live, learn and work.

NP established International Print Biennale (IPB) in 2009 as the only major event for printmaking in the UK. Since 2014 this has been delivered in partnership with Print Making a Mark. The event has gone from strength to strength with the 4th IPB taking place in 2016. It remains the only event of its kind in the UK that champions contemporary printmaking and profiles artists working in print.

The role of Trustee

Northern Print's board meet at least 4 times per year. Meetings take place at Northern Print in Ouseburn and currently take place on Thursday evenings from 6pm to 8pm. Trustees may also be asked to support the Director and staff team at other times, for example with specific tasks or sub-committees. Trustees are also encouraged to engage with the programme of events and activities at Northern Print. All trustee roles, including that of Chair of the Board, are unpaid.

Duties and Responsibilities

- Ensure that Northern Print complies with charity law, company law and any other relevant legislation or regulations.
- Ensure that Northern Print complies with its Memorandum and Articles of Association and pursues its objects set out therein.
- Ensure the financial stability of the organisation.
- Contribute actively to the Board of Trustees' role in giving strategic direction to the organisation, setting policy and evaluating performance against agreed targets.
- Ensure that Northern Print is a responsible employer
- Act with care, diligence and skill within the powers of the Board.
- Safeguard the reputation and values of Northern Print
- In addition, each trustee should use any specific skills, knowledge or experience they have to help the Board of Trustees reach sound decisions and provide guidance and support to the Director and staff team as appropriate.

Person requirements

Northern Print is committed to equal opportunities and is keen to ensure that our board is representative of the communities in which we work and would therefore welcome expressions of interests from people living or working in our local area and from young people.

We are keen to hear from those who do not have previous experience of being a trustee and can provide support and mentoring to anyone who feels that they would benefit from this.

We are especially interested in recruiting people with experience and skills in relation to financial management, arts sector, business planning and/or retail. We are also interested in hearing from young people.

- Commitment and public support to the aims objectives and work of Northern Print
- Willingness to devote the necessary time and effort to Northern Print's needs, including being part of a working group or committee, if required.
- Knowledge, skills and experience in one or more areas of Board governance.
- Willingness to actively contribute to Board discussions and decision-making.
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trustees.
- Ability to work effectively as a member of a team and to foster a positive working relationship with other Board members and staff.
- Overview of the issues which affect Northern Print and its sector.
- Adherence to the Northern Print Trustees' Code of Conduct [draft below]
- Willingness to act as ambassador and advocate to furthering Northern Print work.

Eligibility

There are certain restrictions on who can serve as a charity trustee. For example, you cannot be under the age of 18 years; previously been removed from the trusteeship of a charity by a court or Charity Commission, disqualified under the Company Directors Disqualification Act 1986. More information is available on the Charity Commission Website at: www.charitycommission.gov.uk

Next steps

If you would like to be considered for this opportunity please send an expression of interest in the form of a letter outlining why you are interested and what you could bring to Northern Print. Please address your letter to Alan Wann, Chair of Northern Print and email this to Anna Wilkinson, Director via anna@northernprint.org.uk. This is an ongoing process of recruitment but in the first instance we would welcome expressions of interest by 5pm on Monday 10 September 2018.

You can find out more about Northern Print by visiting our [website](#), [facebook](#) or [vimeo](#) and our details on the [Charity Commission website](#) which includes our annual reports. If you would like to find out more about this opportunity please contact Alan Wann, Chair or Anna Wilkinson, Director via anna@northernprint.org.uk.

The information that you provide as part of your application will be used in the selection process only. All information about you will be securely held and access restricted to colleagues directly involved in dealing with the selection process. Unless you are appointed as a Trustee, your data will be kept for 12 months and then destroyed.

Northern Print - Code of conduct

It is the responsibility of trustees to:

- Act within the governing document and the law – being aware of the contents of the Northern Print’s governing document and the law as it applies to Northern Print.
- Act in the best interests of Northern Print as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing it into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Not gaining materially or financially unless specifically authorised to do so.
- Respect confidentiality – understanding what confidentiality means in practice for an organisation, its board and the individuals involved.
- Have a sound and up-to-date knowledge of the organisation and its environment – understanding how the organisation works and the environment within which it operates.
- Attend meetings and other appointments or give apologies – engaging in discussions and decision-making processes.
- Prepare fully for meetings and all work for the organisation – reading papers, querying unclear or difficult things and thinking through issues in good time before meetings.
- Actively engage in respectful discussion, debate and voting in meetings – contributing positively, listening carefully, challenging sensitively and avoiding conflict.
- Act jointly and accept a majority decision – making decisions collectively, standing by them and not acting individually unless specifically authorised to do so.
- Work considerately and respectfully with all – respecting diversity, different roles and boundaries, and avoiding giving offence.

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